



*The Finance & Personnel Committee meeting is held using a hybrid model.*

*The public is welcome to attend the meeting in person at City Hall (Second Floor Conference Room) or virtually by using the meeting access link and additional information located on the City's website and on the meeting agenda.*

**Members Present:** Barbara Bitetto, Carla Bowman, Pat Cole (Chair)

**Others Present:** Two virtual attendees.

**Staff Present:** Deputy City Administrator (DCA) Jeff Steffens, Chief Financial Officer (CFO) Kassandra Raymond, City Attorney (CA) Andrea Marquez (virtual), Public Works Director (PWD) Michael Kosa.

The meeting convened at 4:00 p.m.

**Committee Business**

**Motion: Foster Garvey Legal Services Contract Amendment:** CA Marquez reviewed the contract amendment for legal services associated with the Ryan House litigation. *Do Pass (Consent Agenda, December 1, 2025)*

**Motion: Procurement of OpenGov Asset Management Software:** DCA Steffens reviewed the proposed acquisition of OpenGov Asset Management Software. This is three year implementation contract, and will replace Asset Essentials. The current software is at end of life and no longer meets the City's operational needs. *Do Pass (Consent Agenda, December 1, 2025)*

*Note: CA Marquez left at the conclusion of this item.*

**Motion: Approval of Surplus:** DCA Steffens presented two items for surplus:

Item	Unit	Est Value	Reason
Kubota L2250 Tractor	E-10	\$2,500	End of life; replaced
TCM Forklift	E-11	\$4,000	End of life; replaced

All items have estimated values that fall within the Committee's surplus authority. *Do Pass*

**Ordinance No. 2945 2025/2026 Mid-Biennial Budget Amendment:** CFO Raymond reviewed the line item detail for the 2025/2026 mid-biennial budget amendment, with additional information provided by DCA Steffens and PWD Kosa. Staff answered Committee questions and provided additional detail. *(Forward to City Council Study Session, November 24, 2025)*

**Ordinance No. 2951 Establishing the 2026 Compensation Schedule:** DCA Steffens reviewed the proposed 2026 Compensation Schedule, discussed changes and answered Committee questions. *Do Pass (Consent Agenda, December 1, 2025)*

*Note: PWD Kosa left at the conclusion of this item.*

**Recruitment and Negotiations Update:**

Recruitment: ASD Steffens provided a verbal update:

- Current open recruitments.
  - The City continues to recruit for law enforcement positions.
  - The City is working to finalize job descriptions on the two Operations Superintendent positions and anticipates opening them next week.
- Negotiations:
  - The City has completed negotiations for the Teamsters contract. Action, including a Compensation Schedule amendment, is scheduled for the November 24, 2025, Regular Council Meeting.

**FY2024 Audit Status:** CFO Raymond reviewed the FY2024 audit status. This will be a regular reporting item until the completion of the audit. *No further Committee action required at this time.*

*Note: All community members left the meeting prior to the sales tax report.*

**Sales Tax Reporting:** CFO Raymond reviewed staff's monthly sales tax analysis. This is a regular reporting item. *No further Committee action required at this time.*

**Other Items:** None

With no further items, the meeting adjourned at 5:54 p.m.

Prepared by Chief Financial Officer Cassandra Raymond